



DOT Employee Newsletter May 2002

From Jeremy S. Wu, Departmental Director of Civil Rights

Who is responsible for civil rights?

There was no Office of Civil Rights as recently as 40 years ago. Its existence today reflects the significant progress of our nation from the dark days of legal segregation.

Today our society has become more diverse than ever in its people and culture. The DOT workforce and the people it serves have also been changing. The work of civil rights will also have to change. It is no longer acceptable to just process complaints; it is not even just enough to resolve disputes during the earliest stage and at the lowest level. We must also help to promote a work environment that includes and values diverse talents at all grade levels, in addition to treating the public that DOT serves with dignity and respect.

Who does this work? All of us do. Upholding civil rights and maintaining a respectful and productive work environment in DOT are the responsibilities of everyone in DOT.

Computer Security Month

Secretary Mineta has officially designated May as DOT Computer Security Month. On 5/15, the Department will present a computer security awareness program in Room 2230 from 9-3:00 pm. During this event, we will have industry-recognized speakers present briefings to DOT employees, and selected vendors will showcase best of breed security products and solutions. The agenda follows:

- **Introduction for Executives and Presentation of Awards – 9- 9:15am**
- **Basic Computer Security Responsibilities -- 9:15-10**
- **Basic Network Security Responsibilities -- 10:15-11**
- **Computer Hacking – Real Life Case Studies -- 11:15-12**
- **Virus Protection – 1-1:45**
- **Basic Physical Security Responsibilities -- 2-2:45**
- **Closing Remarks – 2:45-3**

Also, visit state of the art vendors in the Nassif building lobby and in Room 2230 all day. Our goal for this effort is to ensure that 100% of DOT employees are made aware of their computer security responsibilities. Please contact Dale Hamilton, Office of the CIO, 202-366-9715 with any questions.

Public Service Recognition Week

Mark your calendar! From 5/9-5/12, over 100 government agencies exhibit on the National Mall to celebrate the diversity of work performed by public employees. This event opens with a performance by the Old Guard Fife and Drum Corps and includes official greetings from the Mayor, ranking Administration officials, and area Members of Congress. Dogs especially trained by the U.S. Customs Service and the U.S. Border Patrol give demonstrations throughout the exhibition. Useful information on public safety is available from a wide variety of agencies including DOT, the Environmental Protection Agency, FBI, Federal Trade Commission, and HUD. Other agencies focus on career opportunities such as the OPM and the Peace Corps.



**Don't let what you cannot
do interfere with what you
can.**

-- John Wooden

Please notify the center in advance if you need special accommodations for the No Charge programs listed below.



Career Connections Workshops

Interview Preparation – 5/10
“Who Moved My Cheese?” – 5/13

Networking – 5/14

KSA’s – 5/17

Difficult People – 5/20

Federal Resume – 5/31

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- New Mom Discussion Group – 5/8, 12-1 pm, PL-402
- Elder Care Seminar – 5/21, 12-1 pm, PL-402
- 2nd Annual Walk & Roll – 5/30, 11-2 pm, Nassif Building Plaza

Tip From FEDManager

During the March 18 Senate hearing on proposed human capital legislation, Comptroller General David Walker pointed to a lack of federal agency performance management systems that tie appraisals to management goals.

David Walker feels that reform is needed. There is no reason why reform cannot start with the first-level supervisor. The supervisor should use the performance management system to communicate goals and expectations, to adjust messages to employees as the need arises, to mentor and develop, to reward positive contributions and to point out deficiencies. All of this can be done with a focus towards the ultimate agency and management goals as the supervisor understands them. And it can be done now, even before the reform takes place.

If you are a supervisor, don’t wait until the performance management system catches up and formalizes this newest focus. Get ahead of the curve and start providing performance feedback based upon well thought out goals. Develop specific standards and supplement them with meaningful comments and guidance during the performance year.

Employees who have this type of direction will understand more clearly what is expected of them, be better able to deliver, and will appreciate the positive accolades they will receive when they do a good job.

Merit System Principles—A Review and Reminder

1. Recruit qualified individuals from all segments of society, and select and advance employees on the basis of merit after fair and open competition.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for lawful disclosure of information in “whistleblower” situations.

***DOT Link* Newsletter**

Published monthly by

TASC Human Resource Services

Room 2225 Nassif Building

Phone 202-366-9449

Fax 202-366-3733

<http://www.tasc.dot.gov/hrm>

Editor: Mary Pat Donelan